

UTI Infrastructure Technology and Services Ltd., invites the applications from Indian citizens for the post of Vice President, Deputy Vice President and Assistant Vice President on regular basis.

Please read the advertisement carefully. All the details submitted by the candidate will be verified.

### **A) DETAILS OF POSTS AND VACANCIES**

Sr. No.	Post (Medical Bill Processing Professionals)	Qualification (only UGC/AICTE/Govt of India/ State Govt approved Institute / Universities)	Required location	Skillset	Age as on 01/08/2019	Minimum Experience Required as on 01/08/2019	Basic Scale offered (*) (In Rs.)
1	Vice President	M.B.B.S. (full time excluding part time / correspondence/ distance learning)	Initial posting at Hyderabad & Navi Mumbai, transferable on all India basis as per the need of the Company.	To guide, lead and develop team of claim adjudication in line with Standard Operating Procedure, handling reimbursement and cashless medical claims for line of treatment, investigations, stay, treatment prescribed with medical/ surgical interventions. In reducing the turnaround time, meeting the clientele expectations, improving the image of the organization and ensure in achieving the organization objectives.	Minimum 40- Maximum 45	More than 15 years experience in TPA Services and Knowledge of IT enable services with ability to lead a team at Hyderabad / Navi Mumbai location.	34800-3700- 75500
2	Deputy Vice President	M.B.B.S. (full time excluding part time / correspondence/ distance learning)			Minimum 38- Maximum 43	More than 12 years experience in TPA Services and Knowledge of IT enable services with ability to lead a team at Hyderabad / Navi Mumbai location.	30000-3400- 67400
3	Assistant Vice President	M.B.B.S. (full time excluding part time / correspondence/ distance learning)			Minimum 35- Maximum 40	More than 10 years experience in TPA Services and Knowledge of IT enable services with ability to lead a team at Hyderabad / Navi Mumbai location.	25400-3100- 44000

(\*) The offered CTC (Basic + HRA + Conveyance + Medical + LTA + PF + Sodexo) would be negotiable based on the qualifications and experience as per the Industry Standards and would not be a constraint for deserving candidates.

#### **Note:**

1. UTI ITSL reserves the right to reject any or all the applications or may decide not to fill in the post and position.
2. Reservation Rules are applicable as per Government of India guidelines.

### **B) MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE**

1. Experience relevant to the post for which the application has been made will only be counted.
2. All Educational qualifications, Graduation / Post Graduation shall be a regular course (full time) and from a Institution recognized by Government of India.
3. Candidates must possess the prescribed post qualification experience as on 01.08.2019.

### C) Vacancy

<b>Designation</b>	<b>OBC</b>	<b>UR</b>	<b>Total</b>
Vice President	1	0	1
Deputy Vice President	0	1	1
Assistant Vice President	1	0	1
<b>Total</b>	<b>2</b>	<b>1</b>	<b>3</b>

### D) HOW TO APPLY :-

1. Eligible candidates shall be required to apply online through our website [www.utiitsl.com](http://www.utiitsl.com) on or before 06.09.2019 and copy of system generated application shall be sent to us duly signed along with copies of certificates / documents for proof of date of birth, educational qualification, work experience, community certificate and other related documents duly attested, addressed to the Vice President - HR at the address: UTI Infrastructure Technology and Services Limited, UTIITSL Towers, Plot No.3, Sector 11, CBD Belapur, Navi Mumbai, 400614 in a cover superscribed as "Application for the post of \_\_\_\_\_", through registered post / speedpost on or before 13.09.2019. Company website is open for online applications from 21.08.2019 to 06.09.2019 upto 11:59 p.m. Last date for receipt of hard copy of system generated application form duly signed along with copies of certificates is 13.09.2019 upto 5:30 p.m. In other words, beyond 13.09.2019 upto 5:30 p.m., if any hard copy of the application with the document is received shall not be considered for further process and shall be liable for rejection.
2. Candidates shall ensure that the signatures affixed by them in all the required places viz. in their application form, attendance sheet etc. and in all correspondences with UTIITSL in future are identical.
3. Candidates employed in Government departments / PSUs / Autonomous bodies shall produce No Objection Certificate (NOC) from their present employer at the time of interview. In case, the candidate fails to produce NOC from his present employer at the time of interview his/her candidature is liable to be cancelled.
4. The candidates belonging to SC / ST / OBC category should produce their caste certificate issued by the competent Authority in the prescribed format as per the guidelines of Government of India in support their claim at the time of application itself. In case the certificate issued is in a language other than English, the candidates will be required to submit a self - certified translated copy of the same in English.
5. Category (SC/ST/OBC) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.

## **E) SELECTION PROCEDURE**

1. The candidate should apply for any one of the post subject to fulfillment of eligibility criteria.
2. In case the post applied for is not mentioned clearly & correctly, an application is liable for being rejected summarily without any correspondence.
3. Mere fulfillment of eligibility criteria shall not vest any right in a candidate for being called for the interview / selection.
4. E-mail for the interview will be sent to the shortlisted / eligible candidates to E-mail IDs mentioned in the application form. UTIITSL takes no responsibility for non receipt of intimation.
5. Candidates have to bring all the documents in original as well as photocopy as enumerated in the E-mail at the time of interview.
6. The selected candidate shall be required to join the Company within period of maximum 30 days.
7. The selected candidates shall be placed on probation for a period of one year, extendable by one more year purely at the discretion of Appointing Authority.
8. UTIITSL reserves the right to offer position in appropriate lower grade & salary.

## **F) GENERAL INSTRUCTIONS:**

1. Before applying for the post, candidates should ensure that he/she fulfils the Minimum eligibility and other criteria mentioned in the advertisement. UTIITSL being appointing authority would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied/appointed or if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement. No correspondence in this regard shall be entertained.
2. All the details given in the application form shall be treated as final and no changes will be entertained.
3. All minimum eligibility qualifications, where applicable, should be recognized by UGC/AICTE/Govt of India /State Govt and from UGC/AICTE/ Govt of India /State Govt recognized / affiliated institutes / colleges / universities as on the date of passing.
4. All credentials will be verified and copies of certificates will be verified with originals.
5. Candidates belonging to OBCs but coming under the "Creamy Layer" are not entitled to OBC concession. Such candidates should indicate their category as "General / Unreserved" only.
6. UTIITSL reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in the advertisement, including criteria for passing / method and procedure for selection.

7. Appointment of selected candidates as per the requirement of the UTIITSL is subject to his/her being declared medically fit and verification of character, antecedents, conviction in any criminal case or filing of any FIR or pendency of any criminal case. Such appointments are liable to be cancelled.
8. The call for personal interviews will be purely provisional without verification of age, qualification, category (SC/ST/OBC) etc. of the candidates.
9. The SC/ST candidates who are appearing from outstation shall be reimbursed 3<sup>rd</sup> AC rail fare to and fro by shortest railway route on production of satisfactory evidence /tickets from the address mentioned in the application form to UTIITSL and vice versa. However, no reimbursement shall be made to the local candidates. Any request for change of address other than application form will not be entertained.
10. Decision of UTIITSL in all matters regarding eligibility of the Candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the UTIITSL in this regard.
11. Any information or communication with regard to the advertisement related to the position or changes in the minimum requirements, terms & conditions, extension of last date of application, cancellation of the advertisement etc. shall be published on Company's website only. So the candidates must check the Company's website for updated details.
12. Any resultant dispute arising out of this Advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.
13. The candidates shall appear for interview at their expenses and risks and the UTIITSL will not be responsible for any injury / losses etc of any nature.

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION**

UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LTD.  
CORPORATE OFFICE  
CBD BELAPUR  
NAVI MUMBAI

Vice President - HR